

Administrative Wires

New England Cluster

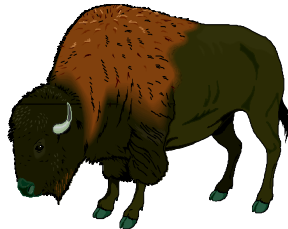
July 2000

Park Profile

Sagamore Hill National Historic Site

(SAHI 1880)
20 Sagamore Hill Road
Oyster Bay, NY 11771

Hdqtrs: 516-922-4271
Fax: 516-922-4792



Sagamore Hill was the home of Theodore Roosevelt, 26th President of the United States, from 1884 until his death in 1919. Used as the "Summer White House" during Roosevelt's presidency from 1902 to 1908, it is furnished as it was during his lifetime.

Roosevelt expanded the powers of the presidency and of the federal government in support of the public interest in conflicts between big business and labor and steered the nation toward an active role in world politics particularly in Europe and Asia. He won the Nobel Prize for Peace in 1906 for mediating an end to the Russo-Japanese War, and he secured the route and began construction of the Panama Canal (1904-14).

"There are good men and bad men of all nationalities, creeds and colors: and if this world of ours is ever to become what we hope it may become, it must be by the general recognition that the man's heart and soul, the man's worth and actions, determine his standing."

Theodore Roosevelt
Letter, Oyster Bay, NY
September 1, 1903

Sagamore Hill Administrative Staff

Administrative Officer
Monica H. Boyd

Admin. Technician
Evidelia Davidson



** Other TR Sites **

Theodore Roosevelt Birthplace NHS

The 26th President was born in a brownstone house here on Oct 27, 1858. Demolished in 1916, it was reconstructed and rededicated in 1923 and furnished by the President's widow and sisters.

Theodore Roosevelt Inaugural NHS

Theodore Roosevelt took the oath of office as President of the United States on Sept 14, 1901, here in the Ansley Wilcox House after the assassination of President William McKinley.

Theodore Roosevelt National Park

This park in North Dakota memorializes Roosevelt for his enduring contributions to the conservation of our nation's resources.

IT - Information Technology

Lotus Notes Update

On April 26, 2000, Northeast Region IT coordinators and interested parties participated in a conference call. Mike Regan and Heidi Graham provided an overview of Lotus Notes administration and cc:Mail migration.

A service-wide team stationed throughout the National Park Service (NPS) will provide central management for electronic mail and collaboration servers. A FY2002 budget request will fund the FTE and equipment to be strategically placed throughout the Service. This team is called the

NPS C3 Team

(Communications, Collaboration & Coordination)

Facilitating the "NPS Working Together" is their mission. The team's plan includes complete remote management of all Lotus Notes related software and hardware, relieving the parks of post office administration chores.

In order to understand mail server placement, the Notes Planning Group, requested that we identify e-mail users within the region. In response, the Boston and Philadelphia Support Offices formed a regional task force during the fall and winter of 1999. Thus began our draft implementation plan.

The task force scheduled weekly teleconferences to discuss and plan a strategy. The NPS C3 Team provided formulas for WAN bandwidth and server mailbox sizes, as well as cc:mail user and FTE counts. The C3 Team's research shows that fewer mail servers with better bandwidth are most cost effective.

However, debate continues on the proper balance of servers and bandwidth.

Regardless of current NPS bandwidth constraints, we



drafted a Northeast Region Notes implementation schedule. (It is available to all interested parties.)

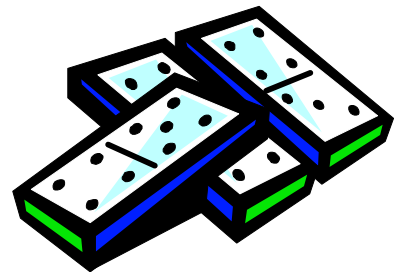
The Region will form work teams as the needs arise. We will start a regional training strategy team now to plan the regional training agenda (service-wide funding for Notes training is currently not available). Other regional implementation teams will form as we get a better picture of the Notes Domino mail server placement. (Placement will follow the FTS 2001 data circuit installation schedule.)

We placed a Notes Domino server at Valley Forge on May 17, 2000.

This will be the mail server for approximately 970 Northeast park employees as well as the "D2" connector to the Notes Network, serving the Allegheny and Chesapeake Cluster.

The Domino server in Boston was installed during August of 1999 and will be the future mail server for the Boston Support Office and approximately 800 Northeast park employees and is the "D2" connector to the Notes Network, serving the New England Cluster.

Other Domino Server installations are expected at Gateway NRA, Lowell NHP, Statue of Liberty/Ellis Island, Shenandoah NP, Delaware Water Gap and the Philadelphia Support Office.



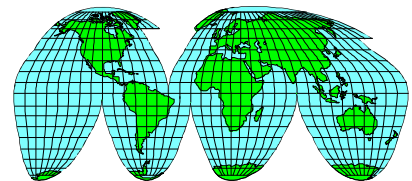
NPS

IT

Resources

The MidWest Region has an excellent IT website help section. Visit <http://mwr.nps.gov/it/help/> and see what one of our sister regions provides for IT advice.

Also, see our web site at <http://www.ner.nps.gov/it/>.



Human Resources Management

Call Back Overtime

When is an employee entitled to the minimum two (2) hours of pay?

Essentially, the call back overtime provisions only apply when an employee is:

- 1) required to report to the place of employment, AND
- 2) the work performed is not a continuation of a normal work shift.

Confusion arose over the circumstances surrounding calling employees in early for a shift in order to deal with additional workload. Several Comptroller General decisions indicate that such an example is a continuation of a shift, and employees are not entitled to the two-hour minimum call back overtime. In this circumstance, only actual overtime worked is payable.

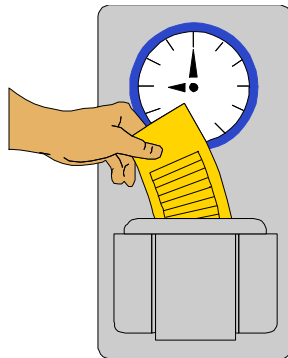
The concept of "continuation of the shift" applies to either end of the normal work shift.

One specific example from a Comptroller General decision concerned a Heavy Mobile Equipment Mechanic who had completed his regular shift, clocked out, and left the building. While unlocking his car to go home, he was directed by his supervisor to return to work for an emergency.

He had punched out at 4:00 PM, punched back in at 4:02 PM, and punched out after the emergency at 4:25 PM.

The Mechanic contended that he was entitled to a minimum of two (2) hours of overtime under the "Call Back" provision rather than 30 minutes.

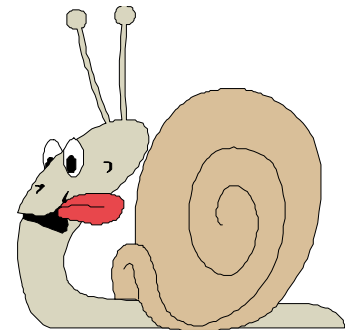
The Comptroller General stated that, although he had punched out after his regular shift, he did not experience the inconvenience of having to prepare for work, to leave his home, or to travel to his place of employment.



Overtime is paid in blocks of 15 minutes.

In a related ruling, the Comptroller General decided that employees cannot properly be allowed the two hour minimum work credit unless the recall requires them to travel from their home to a work site elsewhere. Thus, if an employee is called back to work, but works in their home (as can happen with flexiplace at home), they would not be entitled to the minimum two hours call back.

Thrift Savings Program Delays Continue



By now, you may have heard that there are problems implementing the new changes to the Thrift Savings Program; please read on ...

Contracting problems have delayed the introduction of the new stock funds (international "I" Fund; small U.S. companies "S" Fund) as well as other features of the program. Currently, accounts are calculated on a monthly basis. This means that inter-fund transfers and disbursements are also being made on a monthly basis rather than on a daily basis.

There is also a delay in adding flexibility for the investor into the system. Plans for the future include:

- a) being able to change allocations among funds at any time instead of only during open season;
- b) the ability to re-amortize a loan more than once;
- c) the ability to repay a loan in part, rather than only in full;
- d) the ability to combine withdrawal options; and
- e) an automated system to apply for loans or withdrawals.

The current open season ends July 31. This is the time to make any changes in allocations. The next open season is scheduled to begin November 15 and continue to January 31.

Human Resources Management

Mary Ann Dooley My Detail in the Boston Support Office

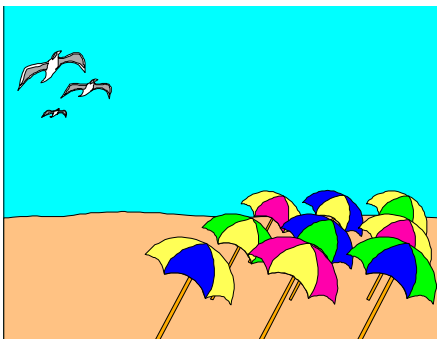
- Born in The Bronx., New York.
- Received undergraduate degree from the University of Massachusetts at Amherst in Natural Resources.
- My family and I moved to Cape Cod in 1976.

I started working for Cape Cod National Seashore in 1979 as a seasonal employee (dispatcher). In the fall of 1979, I received a permanent position as the Administrative Assistant working for Resource & Visitor Protection Division at the Race Point Ranger Station, in Provincetown.

After working 5 years for Irv Tubbs, North District Ranger and enjoying one of the best views at the Seashore, I accepted the personnel clerk position at park headquarters in South Wellfleet. My supervisor was Michael Meagher, Personnel Specialist, a very funny man and a good teacher. I have been the Personnel Specialist at Cape Cod NS since 1990.

I am very excited about the opportunity to work with the HR staff in Boston. I have known many of them since beginning with the Park Service and know they have a wealth of knowledge and experience to share. Also, the opportunity to work with a number of different parks will be very rewarding.

In July, I will be servicing Acadia, Adams, Gateway, Manhattan Sites, Martin Van Buren, New Bedford Whaling, Saint-Gaudens, Sagamore Hill, Springfield Armory and Statue of Liberty. My assignments will change in August.



Northeast Region Administrative Officers Gathering

On August 8, 9 and 10, 2000, the Administrative Officers from the entire region will be gathering at the National Conservation Training Center in Shepherdstown, WV.

The meeting will begin with an update on pertinent administrative issues by Pat Phelan. The bulk of the meeting will focus on Close-Out instructions and IDEAS as it relates to end-of-year.

Then, if time allows, there will be Cluster breakouts to discuss issues of interest to the individual clusters.

Please be sure to reserve your spot.

National Park Service Founders' Day



On August 25, 1916, President Woodrow Wilson approved legislation creating the National Park Service within the Interior Department. The act made the bureau responsible for Interior's national parks and monuments, Hot Springs Reservation in Arkansas (made a national park in 1921), and "such other national parks and reservations of like character as may be hereafter created by Congress." In managing these areas, the Park Service was directed "to conserve the scenery and the natural and historic objects and the wild life therein and to provide for the enjoyment of the same in such manner and by such means as will leave them unimpaired for the enjoyment of future generations."

Housing and Property Management

Housing

HOUSING POLICY. Housing policy will be a renewed concern this summer. Technically the Service has put a new policy in place. But, the corresponding Director's Orders and Implementation Guide, which will be prepared this summer, will probably have a significant impact on parks with housing programs.

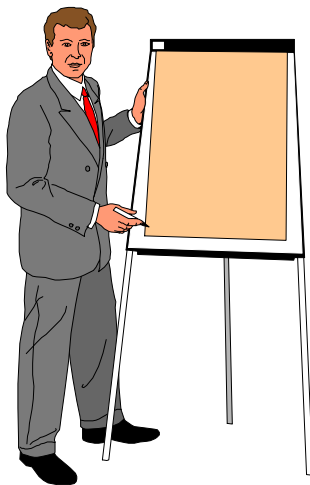
HOUSING TRAINING. The Department continues to implement the changeover to the Windows-based housing software, QMIS 2000.

New England Cluster housing parks are scheduled to meet in Hartford, CT on November 14–16:

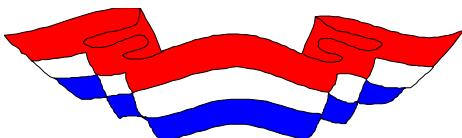
- a) to receive training,
- b) to receive the new QMIS 2000 software,
- c) to review the new regional rental data, and
- d) to review various housing issues.

Travel details are not yet available from the Department.

Following the meeting, parks should plan to set aside a day or two to be ready for the new rent notices in early February. As previously indicated, western US rates have increased significantly; we might anticipate the same.



On September 13, 1814, during the British attack on Fort McHenry, MD, Francis Scott Key wrote the lyrics of "The Star Spangled Banner".



Property

SUCCESS STORY.

Every New England Cluster park has completed their annual Personal Property Inventory. It has been several years since we have accomplished that.

Thank You!



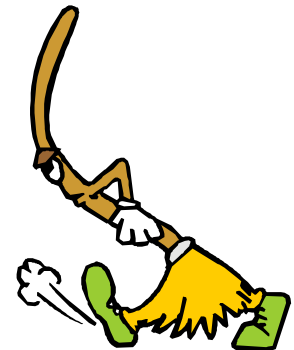
PROPERTY and ACT. There are three Property Management ACT standards.

13.1.1 Superintendent completes an annual personal property inventory, reconciles discrepancies, and signs certifying as to its accuracy. **DONE**

13.1.2 Superintendent convenes Boards of Survey to account for lost or damaged property, or declaring property as excess to needs. **The park Accountable Officer appoints a Board that reviews the circumstances and recommends proper action and disposition.**

13.1.3 Superintendent and park staff explains personal property management policies, roles and responsibilities, proper documentation and motor vehicle use regulations to all park staff annually. **Why not do this at your next staff meeting.**

3. GET RID OF THE JUNK. While searching for, climbing over, and counting all those items on your personal property inventory, you no doubt found things that the park no longer needs or uses. Dispose of them now while other parks can use the items for new summer programs and before out of sight becomes out of mind. Otherwise, the search will have to be repeated again next year. Good luck with your housekeeping!

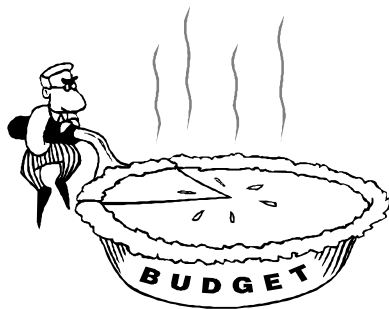


Housing and Property Management

LESS REAL PAPER. As most of you know, we are supposed to have one less report this year. The annual update of real property (land, buildings, and affixed items) will be automated. In the past, this report has been submitted on Form 1166. Park staff nominations have been submitted and details should be forthcoming.

ALTERNATIVE FUEL VEHICLES (AFV).

Boston NHP, Gateway NRA, Lowell NHP, Marsh Billings NHP, and Saint-Gaudens NHS have submitted applications for AFVs and infrastructure to WASO. Hopefully, they will get a share of the pie that the Department of Energy (DOE) has offered.



FLEET CARDS. Parks should have completed their changeover from the old NB cards to the new Bank of America Fleet Cards.

The scheduled termination for the old cards was June 30th.

The on-line Fleet Card training module should be available soon. It will be mandatory for new users and park fleet managers and hopefully helpful to everyone.

On September 21, 1893, the first successful American-made, gasoline-operated motor car appeared on the streets of Springfield, MA.

It was designed and built by Charles and Frank Duryea.

Internet Sites

National Park Service Park Address & People Search

<http://165.83.219.72/npsdirectory>

The names, titles, and duty station data was initially obtained from FPPS. **BUT, employees are asked to go into the website and enter their own phone numbers.**

You must be using a computer with an NPS IP address to be allowed to edit your information.

NPS WASO Phone Book

<http://www.nps.gov/cgi-bin/npsphone>

Department of the Interior Email Search

<http://www2.doi.gov/email/index.cfm>

Find a Toll-Free Number

<http://www.tollfree.att.net/tf.html>

Reverse Lookup

(know the number, want to know who it's for?)

<http://www.anywho.com/telq.html>

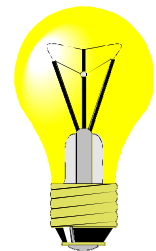
OR

<http://www.reversephonedirectory.com/lookup2.htm>

Switchboard.com

(Yellow Pages and White Pages)

<http://www.switchboard.com>



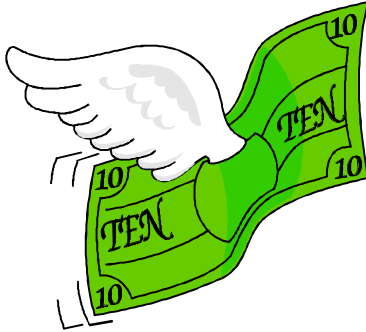
Zip+4 Code Look-up

http://www.framed.usps.com/ncsc/lookups/lookup_zip+4.html

Contracting and Office Services

Wage Determinations

Davis Bacon and Service Contract Act wage determinations are available on-line. The Department of the Interior obtained department-wide subscriptions to the NTIS/Fedworld Service Contract Act and Davis-Bacon web-based databases.



Before using the Service Contract Act database, you must complete Online Wage Determination User Training. To access this training, go to the Office of Acquisition and Property Management home page (<http://www.doi.gov/pam/pamhome.html>) and click on Service Contract Act in the page's Acquisition section. Then certify completion of the training to the NPS Procurement Chief, who will in turn notify the Department of Labor that you are a certified user of the databases.

The web addresses for the databases are:

Davis Bacon: <http://davisbacon.fedworld.gov>

Service Contract: <http://servicecontract.fedworld.gov>

To access either database, you will be prompted for your User ID and Password. The DOI User ID is [doioapm](#) (all alpha characters). The DOI Password is [555203](#) (all numeric characters).

Please note, that we are prohibited from sharing this ID and Password information with other than Agency employees.

If you have any problems with or questions about the databases, please call the Fedworld Help Desk at 703-605-6585 Monday through Friday 7:30 am to 5:00pm.



EAGLS Training Reminder

The Electronic Account Government Ledger System (EAGLS) was designed by Bank of America to assist with daily management of the Integrated Credit Card. Hands-on, instructor-led training sessions are available to all A/OPCs. Sessions will last about eight (8) hours to allow for student interaction, discussion, and questions.

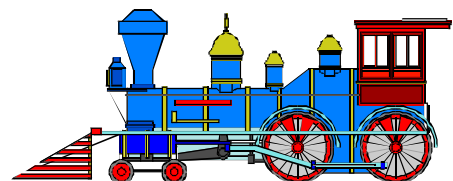
The following one (1) day classes still have availability at the location listed:

Bank of America
1801 K. St, N.W. Suite M-100
Washington, DC 20006

Integrated Card Program - July 14 or 27, 2000
Course focuses on features of the Integrated Card Program. Learn how to use EAGLS to effectively manage day-to-day activities including monitoring transactions, cost allocation, and reporting.

Reporting Tools - July 17, 18, 19, 20, or 21, 2000
Course provides in-depth instruction on how to schedule, view and print reports. Learn how to use Info Analyzer 7.0 and the raw data feature to create specific program management reports.

Classes are free. To register, call 1-800-245-0191 or e-mail don.bunch@bankofamerica.com.



GSA SMARTPAY CONFERENCE

A SmartPay Conference will be held August 29-31 at the Sheraton Chicago Hotel to educate agency coordinators on the SmartPay contract. All five master (government-wide) contractors will provide training opportunities for optimizing electronic access systems and improving your program with value added features. There is no registration fee.